

JOB OPPORTUNITY ANNOUNCEMENT

POSITION:

Deputy Clerk I, with a non-negotiable salary of \$34,073.17 annually, with state benefits. The essential function of the position is to help process cases and provide customer service.

POSITION DUTIES:

Providing customer service to and answering written and verbal inquiries from judges, court staff, attorneys, litigants, and members of the public.

Entering detailed, sometimes confidential, case-related data into case management software.

Reviewing case filings for confidential information and compliance with court procedural rules.

Processing case filings and correspondence pursuant to internal workflow procedures.

Drafting, editing, and/or issuing court documents based on general procedures and case-specific direction.

Processing and scanning paper mail, maintaining electronic and paper files, and destroying case files in accordance with court policy.

KNOWLEDGE, SKILLS, and ABILITIES:

Knowledge of and ability to competently use standard office technology, such as personal computers and scanners, and common software, including Outlook, Word, and Adobe Acrobat.

Strong customer service skills.

Strong written and verbal communication skills.

Ability to perform exacting work with attention to details.

Ability to learn complex procedures.

Ability to prioritize duties.

Ability, physically, to work on a computer in an office setting for entire working day.

Ability to exercise discretion, confidentiality, and impartiality regarding court business.

Ability to work effectively with fellow deputy clerks and other court personnel.

REQUIRED EDUCATION or EXPERIENCE:

Graduation from high school or equivalency diploma. Associate degree or higher preferred. College students encouraged to apply. At least one year of legal,

administrative, or secretarial experience highly desired. Additional education may substitute for required experience on a year-for-year basis. Bilingual or multilingual—English and Spanish—preferred.

HOW TO APPLY:

Applications accepted until 5 p.m. on **April 21, 2023**. Submit the answers to the screening questions on People's First, a cover letter, resume, and state application via People's First or as an attachment to an email to jobs@1dca.org.

IF YOU NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CALL (850) 488-8136 IN ADVANCE. THE FIRST DISTRICT COURT OF APPEAL IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.